

# Party/Event Planner

## Municipal Zoning

Be sure to contact the city, town, and county to see if you can operate the business in your chosen location. It is common for local zoning restrictions or ordinances to prevent certain types of businesses from operating in a specific area. For example, a city ordinance may not allow adult oriented businesses to operate near places of worship or where children gather.

## Federal

- Federal Employer Identification Number (EIN) [irs.gov](https://www.irs.gov)

## State

- Register your LLC, LLP, or Corporation (SCSOS) - [sos.sc.gov](https://sos.sc.gov)
- Sales Tax (SCDOR) - [dor.sc.gov](https://dor.sc.gov)
- Business Personal Property Tax (SCDOR) - [dor.sc.gov](https://dor.sc.gov)

## Municipal

- County Business License [more info](#)
- City Business License [more info](#)

## Hiring Employees

- Obtain an EIN (IRS) – [irs.gov](https://www.irs.gov)
- Register w/E-Verify (report within 3 days of employment) (DHS) – [e-verify.gov](https://e-verify.gov)
- Register w/SC New Hire (report within 20 days after employees first day of work) (SCDSS) - [newhire.sc.gov](https://newhire.sc.gov)
- Register with SC Dept of Revenue for Withholding (SCDOR) – [dor.sc.gov](https://dor.sc.gov)
- Register with SC Dept of Employment & Workforce for Unemployment Insurance (SCDEW) – [dew.sc.gov](https://dew.sc.gov)
- Order or Print employment workplace posters (LLR) – [llr.state.sc.us](https://llr.state.sc.us)
- Obtain Workers Compensation Insurance (if required, [click here for more info](#))

## Other Considerations

- Special event licenses or permits are typically obtained in the county/city/town where the festival or event takes place.

### Disclaimer

*This industry guide is shared you as-is with no guarantees, expressed or implied, of accuracy or relevance. The guide provides a starting point or general overview but is not a substitute for performing requirements research and due diligence on your own.*